

INSTRUCTIONS

Read all forms and instructions before starting. Fill out forms by printing in blue ink or typing. Do not fill in un-numbered blanks on forms. You may attach additional pages to forms if you need more space.

Notaries: Some forms must be signed in front of a notary. Notaries are at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

Filing Forms with the Court: Take or mail forms to be filed to the Clerk of Superior Court, 200 N. San Francisco St., Flagstaff, AZ 86001. Submit the original, one copy for yourself, and one copy for each person you must give a copy to, if any. The Clerk will stamp your copies with the filing date and return them to you. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copies.

STEP 1: FILL OUT THE PETITION FOR ORDER TO APPEAR ON ENFORCEMENT OF CUSTODY OR PARENTING TIME

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Petitioner's name as it appears on the Petition that started this case.
- (3) Enter Respondent's name as it appears on the Petition that started this case.
- (4) Enter the case number as it appears on the Petition that started this case.
- (5) Check the box(es) indicating what kind of order you want enforced.
- (6) Enter the *exact text* of the order to be enforced. Example: "Petitioner shall have parent-child access every other weekend, and Respondent shall have access the rest of the time". Enter the name of the court document containing the order. Example: "Decree of Dissolution of Marriage with Children". Enter the date the court signed that document. Enter the page number in that document of the order you want enforced.
- (7) Enter how the other party is disobeying the order. Example: "For the last 3 months, Respondent has refused to deliver the children to me as required by the divorce decree."
- (8) Check the box indicating how the other party originally received notice of the order you want enforced. If you check "Other", explain. (If there is no proof that the other party received notice of the order, the court cannot enforce it.)
- (9) Enter any other orders you want the court to issue.
- (10) Enter the number of witnesses you expect to bring to the hearing, aside from yourself and the other party.
- (11) Read the Petition and make sure that you understand everything in it and that everything in it is true. Sign in front of a notary.

STEP 2: FILL OUT THE ORDER TO APPEAR

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Petitioner's name as it appears on the Petition that started this case.
- (3) Enter Respondent's name as it appears on the Petition that started this case.
- (4) Enter the case number as it appears on the Petition that started this case.
- (5) Enter the other party's name.

STEP 3: FILE THE FOLLOWING WITH THE COURT

- ☐ Petition for Order to Appear on Enforcement of Custody or Parenting Time
- ☐ Order to Appear

STEP 4: DELIVER THE FORMS TO THE ASSIGNED COURT DIVISION

On the day you file the forms, mail or hand-deliver a copy of them to the court Division of the judge who signed the order you want enforced. All Divisions are in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001.

Judge Hendrix, Division I	Judge Moran, Division III	Judge Slayton, Division V
Judge Newton, Division II	Judge Adams, Division IV	

STEP 5: THE COURT WILL MAIL YOU THE SIGNED ORDER TO APPEAR

STEP 6: SERVE THE FOLLOWING ON THE OTHER PARTY

After you receive the signed Order to Appear, follow the INSTRUCTIONS: SERVING COURT PAPERS ON THE OTHER PARTY in this packet to serve a copy of the following on the other party by 10 days before the hearing. If you fail to complete service on time, you may delay your case or need to start the process all over again.

- ☐ Petition for Order to Appear on Enforcement of Custody or Parenting Time
- ☐ Signed Order to Appear

STEP 7: GO TO THE HEARING

Bring the following.

- ☐ Your witnesses, if any
- ☐ Three copies of your evidence
- ☐ A copy of the order you want enforced
- ☐ A copy of the Petition for Order to Appear on Enforcement of Custody or Parenting Time
- ☐ A copy of the signed Order to Appear
- ☐ A copy of your proof of service

See the Self-Help Center packet *Representing Yourself in Court* for general information about representing yourself at a hearing. Generally, the court allows no more than 30 minutes for this type of hearing, so be prepared.